



**NORWALK PUBLIC SCHOOLS
NORWALK, CT
BOARD OF EDUCATION
NORWALK, CONNECTICUT**

BOARD OF EDUCATION POLICY COMMITTEE

Committee Chairperson, Heidi Keyes

Tuesday, July 21, 2015

6 pm

Room A333

(City Hall – 3rd Floor)

AGENDA

1. Call to Order
2. Discussion: Student Records/Directory Information (Policy 5125)
3. Discussion: "Bring Your Own Device" (Policy 6141.32)
4. Topics for August
5. Adjournment

Students

Student Records: Confidentiality

Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects, as appropriate, of a student's development in the educational process.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance, and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

The school system administration shall adopt regulation providing for the following:

1. Informing parent/guardians of their rights annually.
2. Permitting parent/guardians to inspect and review educational records, including at least a statement of the procedure to be followed by a parent/guardian or an eligible student who requests to inspect and review the educational records; with an understanding that it may not deny access to educational records; a description of the circumstances in which the school system feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.
3. Not disclosing personally identifiable information from a student's education records without the prior written consent of the student's parent/guardian except as otherwise permitted by administrative regulations, including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and , if so, a specification of the criteria for determining which parties are "school officials" and what the school considers to be a "legitimate educational interest"; and a specification of the personally identifiable information to be designated as directory information.
 - a. Information contained in the educational record of an enrolled student is hereby designated as directory information and may not be disclosed without the prior consent of a parent or eligible student except the following:
 - The student's name
 - The student's photograph/yearbook
 - The student's dates of enrollment
 - The student's grade level
 - The student's participation in officially recognized activities and sports
 - The student's weight and height as a member of an athletic team
 - Honors and awards received by the student
 - Alumni parent or student addresses

A parent or eligible student may refuse to allow Norwalk school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and must be received by the principal.

StudentsStudent Records; Confidentiality (continued)

4. Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent/guardian to inspect that record.
5. Providing a parent/guardian with an opportunity to seek the correction of the student's education records through a request to amend the records or a hearing, and permitting the parent/guardian or an eligible student to place a statement in the education records of the student.
6. Guaranteeing access to student records to authorized persons within forty-five (45) days following the date of request.
7. Assuring security of student records.
8. Enumerating the describing the student records maintained by the school system.

Legal Reference: Federal Family Educational Rights and Privacy Act of 1974
 (section 438 of the General Education Provisions Act, as
 Amended, added by section 513 of P.L. 93-568, codified at 20
 U.S.C. 1232g)
 Connecticut General Statutes, 7-109; 10-15b; 10-209; 10-221b;
 and 46b-56
 Regulations of the U.S. Department of Education concerning
 Privacy Rights of Parents and Students, published at 34 C.F.R. 99.

Policy adopted: 6/16/87
 Reviewed: 6/20/95
 Revised: 8/19/08

NORWALK PUBLIC SCHOOLS
 NORWALK, CONNECTICUT

Students

Student Records: Confidentiality

Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects, as appropriate, of a student's development in the educational process.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance, and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

The school system administration shall adopt regulations providing for the following:

1. Informing parent/guardians of their rights annually.
2. Permitting parent/guardians to inspect and review educational records, including at least a statement of the procedure to be followed by a parent/guardian or an eligible student who requests to inspect and review the educational records; with an understanding that it may not deny access to educational records; a description of the circumstances in which the school system feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.
3. Not disclosing personally identifiable information from a student's education records without the prior written consent of the student's parent/guardian, except as otherwise permitted by administrative regulations, including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and , if so, a specification of the criteria for determining which parties are "school officials" and what the school considers to be a "legitimate educational interest"; and a specification of the personally identifiable information to be designated as Directory Information.

a. "Directory Information" means information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is hereby designated as Directory Information and may be disclosed without the prior consent of a parent or eligible student:

- Parent or guardian's name and email address
- The student's name, address, and telephone number
- The student's photograph/yearbook
- The student's dates of enrollment
- The student's grade level
- The student's participation in officially recognized activities and sports
- The student's weight and height as a member of an athletic team
- Degrees, honors and awards received by the student
- Alumni parent or student addresses

A parent or eligible student may refuse to allow Norwalk school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and must be received by the principal within 15 days of the annual notification.

Students

Student Records; Confidentiality (continued)

4. Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent/guardian to inspect that record.
5. Providing a parent/guardian with an opportunity to seek the correction of the student's education records through a request to amend the records or a hearing, and permitting the parent/guardian or an eligible student to place a statement in the education records of the student.
6. Guaranteeing access to student records to authorized persons within forty-five (45) days following the date or request.
7. Assuring security of student records.
8. Enumerating and describing the student records maintained by the school system.
9. Annually informing parents under what conditions that their prior consent is not required to disclose information.
10. Notifying parents of secondary school students that it is required to release the student's name, address and telephone listing to military recruiters and institutions of higher learning upon request.

Legal Reference: Federal Family Educational Rights and Privacy Act of 1974
 (section 438 of the General Education Provisions Act, as
 Amended, added by section 513 of P.L. 93-568, codified at 20
 U.S.C. 1232g)
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